

STANDARD FORM NO. 64

**CONFIDENTIAL**

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

DATE: 13 June 1956

FROM : Chief, Intelligence School

SUBJECT: Weekly Activities Report No. 24  
6 June - 13 June 1956

I. SIGNIFICANT ITEMS

Nothing to report.

II. OTHER ACTIVITIES

The eight-day course comprises lectures in the mornings in Alcott Hall and conferences in the various branches [redacted] in the afternoons. [redacted] is supervising the morning sessions.

2. [redacted] new instructor in Reading Improvement, has been assigned responsibility for advising students who are undertaking the self-study program. Judging from the number of inquiries, enrollment in the program can be expected to increase. [redacted] has revised the self-study guide.

3. During the past week, the Reading Improvement Branch has conducted final interviews for the TSS engineers who completed their course 4 June, and has retested six people who completed the regular course six months ago.

PERSONNEL NOTES

1. [redacted] will conclude five years service in OTR tomorrow. As she goes to her new assignment all our good wishes go with her. We will keep the memory of a very pleasant association with a faithful worker and loyal friend.

25 YEAR RE-REVIEW

**CONFIDENTIAL**

**CONFIDENTIAL**

- 2 -

25X1  
ZJAI

2. [redacted] replacement, [redacted] reported yesterday to the CWC staff. She is a summer employee who plans to matriculate at the University of Georgia next fall.

\* \* \* \* \*

To all who read these letters -

Greetings!

As I sign this, my final Weekly Activities Report, I wish to express to all of you in OTR my grateful thanks and sincere appreciation for the cooperation, services, and friendships I have enjoyed the past 40 months.

Ave atque vale!

[redacted]

**CONFIDENTIAL**